

Minutes (Draft)
Mead Public Library
Board of Trustees
October 25, 2012

The meeting of the Mead Public Library Board of Trustees was held on Thursday, October 25, 2012 in the Josephine Rocca Meeting room. Present Board of Trustee members were Ms. Quinn, presiding; Mr. Nelson, Mrs. Segalle, Mr. Stauber Soik, Ald. Carlson, Mrs. Johnson, Mrs. Norman, Ms. Wortche, and Mr. Zylman. Unable to attend: Mr. Sampson. Staff members present: Ms. Mueller, Ms. Winkle, and Mr. Zehfus.

1. Quinn called the meeting to order at 3:45 p.m. She determined there was a quorum present.
2. Quinn led the Pledge of Allegiance.
3. There was no public comment.
4. Zylman **moved** to approve the minutes of 9-27-12; Segalle **seconded** the motion. The motion **carried**. Johnson abstained.

5. Correspondence, Announcements, and Common Council Referrals

Winkle announced that Watson's Vending is scheduled October 31 to relocate vending machines within the building. She further indicated the third floor space will be closed while developing an adult training center to be called "The Loft," and conversion to a children's activity room to be called the "Mead Room." Signage for our customers will be displayed for the duration of the project.

6. Committee Reports

A. Finance Committee

1. Zylman reported on the Finance Committee meeting held on October 25. At the Common Council meeting on October 15 members of the public were allowed to speak regarding the 2013 city budget. Two of three speakers were library Board members. Proposed budgets will be voted on at the November 19 Common Council meeting.

Ideas were noted for the 2014 budget, and discussion will carry over to the next meeting.

Zylman indicated that the roofing project is completed. The renovation of the Rocca Meeting room is scheduled for completion the last week of November.

2. After Winkle reviewed the Eastern Shores Library System Agreement for 2013 Nelson **moved**, and Johnson **seconded** to approve the agreement. The motion **carried**.

B. Financial Reports

1. A **motion** to approve payment of current expenditures was made by Zylman; Carlson **seconded**. The motion **carried**.
2. Zehfus reviewed, including a handout, the 2012 budget status report.
3. There were no line-item transfers.
4. Zehfus reviewed a distributed handout regarding donations to the library.

7. Director's Report

- A. Winkle reviewed a report prepared by Karin Menzer, Children's Services Manager, regarding the success of our 3rd annual Children's Book Festival.
- B. Winkle reviewed a report including statistics regarding the "Acuity Cool Picks" Summer Reading program. The report was prepared by Matt Beinemann, Teen Programming Specialist.

Aimee Steinbruecker, Senior Programming Specialist/Youth Services, submitted reports regarding our 62nd annual Summer Library program entitled, "Dream Big – Read!" and "Cuddle and Read Every Day" (CARE), a program promoting reading every day to very young children (infants to 3 year olds).

8. Liaison Reports

A. Eastern Shores Library System (ESLS) – Nelson

Nelson said that an article appeared in the *Sheboygan Press* regarding the possible library service system merger. Nelson offered to take questions regarding the possible merger to the ESLS Board. He said it anticipates making its recommendation regarding the possibility of a merger at the January Board meeting.

B. Foundation – Quinn and Norman

Winkle congratulated Kathie Norman on being the first Foundation Board member to recruit a new Renaissance Society member during the Board's current membership recruitment.

Winkle reported that the Foundation's financial computer program "GiftWorks" will be updated to the 2013 version.

Norman indicated the Foundation Board is preparing to switch its investment fund management to American Funds.

C. Friends – Winkle

Winkle reminded Board members of the Friends Book Sale to be held in the Rocca Meeting room the weekend of October 26. The Friends annual fundraiser dinner is scheduled Saturday, November 10th at Grace Episcopal Church.

Information Items at Meeting for Review

- Letter from Quinn to Friends regarding the observance of National Friends of Libraries Week.
- Customer comments surveys
- September statistics

Winkle answered the question regarding the meaning of Public Information: Number produced last year. It is the number of printed items produced for public relations purposes during the same reporting period in the previous year.

9. Adjournment

Nelson **moved** to adjourn the meeting; Segalle **seconded** the motion. The motion **passed.** Quinn adjourned the meeting at 4:18 p.m.